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Alexandra Davi



Organizations

Vice President of Finance, Alpha Kappa Psi Business Fraternity

- Created and presented multiple educational presentations on retirement savings and credit score upkeep
- Manage finance branch, consisting of four officers and one committee of 30 actives
- Final approval of Committee budgets
- Created, proposed and implemented fraternity wide fundraising minimum requirement
- Created, proposed and implemented investment allocation matching US inflation rate
- Oversee fraternity investing decisions
- Increased end of term net \$2,500.00
- Created and presented educational workshops on retirement planning/investing, credit score upkeep and mortgage loan options

Treasurer, Alpha Kappa Psi Business Fraternity

- Implemented computerized accounting system using QuickBooks
- Preliminary approval of committee budgets
- Maintained financial deadlines with Alpha Kappa Psi National Office
- Succeeded in raising end of term net income by \$1,500

Objective

To secure a position within the financial sector which encourages learning and provides hands on experience in the field.

Work History

- Dec 2007 - Present **Accounting Intern**
Douglas Haigh Jr. CPA
- Create and Edit working trail balances
 - Enter monthly QuickBooks transactions, investment activity and reconcile financial statements/bank statements
 - Create and modify tax returns using Ultra Tax Software
 - Classify and track fixed assets in CS Fixed Asset Software

- Dec 2004 - Present **Manager/Server/Cashier**
Rosines Inc.
- Manage 3 hostesses while handling \$5,500 daily
 - Increased accuracy of cash register and visa machine by 95%
 - Created and implemented daily menu rotation which increased customer traffic by 15%

Sample Creations



Fundraising Min. for byl...
Fundraising Minimum wording for the bylaws that I created.



Fundraising Proposal
Proposal I created and presented to the active body.



Reimbursement form
Form I created for fraternal monetary reimbursements. It is still in use today.



Budget Form

DOWNLOAD FREE CV
WWW.VREZUM.COM

PAUL L. GIBSON

Your Profession

MY PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vel viverra ipsum. Aliquam sed sem sit amet tellus fermentum tempor, Mauris quis ex quis tortor dictum elementum in in ipsum. Fusce tortor turpis, ultricies non enim sit amet, porta bibendum tortor.

EDUCATION

College
Your Degree
2013 - 2018

College
Your Degree
2013 - 2018

SOFT SKILLS

COMPUTER

COMPUTER

COMPUTER

COMPUTER

COMPUTER

CONTACT

+11 2233 4455 6677 88

myname@youremail.com

www.yourwebsite.com

TRAINING DEVELOPMENT

EVENT NAME
PLACE | YEARS

EVENT NAME
PLACE | YEARS

EVENT NAME
PLACE | YEARS

AWARDS

EVENT NAME | PLACE | YEARS

EVENT NAME | PLACE | YEARS

EVENT NAME | PLACE | YEARS

JOHN MILLER SUPERVISOR		120 Vyse Street, Birmingham, B18 6NF T: 07570 061 912 M: 07568 066 1115 E: jml@dayjob.com
PERSONAL SUMMARY A reliable, capable and enthusiastic supervisor who is able to take on the management and coordinating duties of any leadership role. Possessing extensive experience of supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities. Also having a track record of coming up with practical improvement initiatives which enhance a company's overall effectiveness and harnesses the latent potential of its workers. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.		
AREAS OF EXPERTISE <ul style="list-style-type: none"> • Leadership skills • IT skills • Customer service • Cost control • Forward planning • Communication skills • Commercially aware • COSHH awareness • Time management 		
CAREER HISTORY Supervisor 2009 - Present RETAIL STORE Responsible for supervising a team and ensuring that duties are completed within strict timeframes. Developing a safe working environment by adhering to all necessary health and safety requirements and legislation.		
Duties <ul style="list-style-type: none"> • Delegating work duties to individual staff members. • Depicting in the absence of the management team. • Approving time records and requests for time off. • Identifying and evaluating employee training requirements. • Carrying out staff appraisals, managing performance and disciplining staff. • Developing, managing and implementing procedures in order to drive sales. • Monitoring Key Performance Indicators. • Writing reports for senior management and delivering presentations. 		
Team Leader 2008 - 2009 DISTRIBUTION COMPANY Administrative Assistant 2006 - 2008 PRODUCTION COMPANY		
KEY SKILLS <ul style="list-style-type: none"> • Having a responsible attitude, remaining calm under pressure and possessing superb decision making skills. • Promoting good work practices. • Able to build a positive rapport with staff. • Assigning tasks to staff & clearly explaining how those duties are to be done. • Discipline staff and when required dismissing them. • Superb people management skills. • Carrying out risk assessments. • Able to introduce new processes to a team and organization. • Calmly responding to accident and emergency situations. • Setting goals and objectives for individuals and teams. 		
ACADEMIC Nuneaton University 2003 - 06 BA (Hons) Business Administration Nuneaton South College 2001 - 03 A levels: Math - English - Physics - Geography		
TRAINING Health & Safety Level 1 & 2 - City & Guilds		
REFERENCES Available on request		

Robert Smith <i>Computer Science Teacher</i>		CONTACT DETAILS 1722 Marshville Road, Asheville (734) 456-7899 rsmith@mrsmith.com www.rsmith.com
PERSONAL STATEMENT As a Computer Science teacher planned and provided for appropriate learning experiences for students. Instructed and supervised students in a variety of critical-related settings. Monitored and evaluated student outcomes.		SKILLS Microsoft Office Curriculum Software Student Records.
WORK EXPERIENCE Computer Science Teacher ABC Corporation - 2004 - 2009 Responsibilities: <ul style="list-style-type: none"> • Created, taught, and assessed technology lessons with a focus on diversity for all MS levels including a variety of L1 special needs students. • Monitored students with emotional and academic needs. • Served as substitute for the Computer MS website. • Collaborated with other departments to teach technology-integrated lessons. • Served as Edline Super User for bannerer students, staff, and parents. • Prepared and delivered lectures to undergraduate students on topics such as algorithms, programming, data structures, and software design. • Responsible for planning, designing, and delivering technology lessons in the given curriculum for over 100 students in L11 through 8th grade. 		LANGUAGES English (Native) French (Professional) German (Professional)
Computer Science Teacher Delta Corporation - 2007 - 2010 Responsibilities: <ul style="list-style-type: none"> • Became a key asset to the school by creating a curriculum whereby students from grades 1 through 8 learned about processing, the theory of computers. • Collaborated with teachers on student reading levels and Lexia scores using Achieve3000 Administrator school-wide tests such as Star MathReading. • Taught computer science to grades 9-12. • Taught math to students. • Developed curriculum and materials to teach Java to students in Computer Science. • Taught basic hardware and networking skills in computers. • Developed curriculum and materials to teach Java to students in Computer Science. 		INTERESTS Climbing Snowboarding Cooking Reading
Education Masters of Education in Education & Administration - (Southern University - Baton Rouge, LA)		REFERENCES Reference - 1 (Company Name) Reference - 2 (Company Name)

Camilla Welsh Address:.....99 Silver Street London, NW2 7HD (0770) 7190744 E-mail: Lmarconi@aol.com	
Goal: Marketing Manager in Automotive Sector	
Education	
2000-2003	King's College, University of Warwick BA in Marketing (2.1) In the final year I co-organized an analysis of job preferences of the King's College London students. The study included developing and conducting a comprehensive survey of 400 students, statistical analysis and writing a 20-page report for university authorities and Career Centre.
1994-2000 St Peter's School, Newcastle	
1997 A levels:	Biology A, German B, Mathematics C
1994 GCSEs:	nine, including English, French and Maths
*Work experience	
2003	Kienbaum Executive Consultants, London Summer job as a research assistant. The job involved searching for the best candidates, preparation of the employee profiles, building the applicants' database and preliminary cv-screening. During the job I gained a very good insight into the role of HR consultants, learned how to select best candidates and polished my MS Access knowledge. The internship allowed me to enhance my social competence as I became confident in face-to-face and telephone interactions and improved my presentation skills.
2001	Tesco Supermarket, Holborn, London

How do you write an undergraduate cv. How to write a cv for undergraduate students examples. Best cv for undergraduate students. How to write a cv as an undergraduate student.

In order to apply my educational and experience relevant to [company name] - the open [title of position]. Here is your upper part of your graduation curriculum should seem: 2. In the last sentence, indicate your interest in work and note how your career skills and objectives make you a good option . Being able to write a curriculum as a student of graduation has never been essential to get the work you want out of college. Therefore, even if you have written a creative masterpiece of a curriculum, it will not come to the entrance box of the Contract Manager, unless you include the keywords related to the skills that are looking for it. Examples of graduation curriculum what you put in a curriculum depends on 1.) Your diploma and 2.) How much work experience you have (if any). If you are entering a grant design, write about the time you projected pan 'sters who cultivated your downside for 80%. Adjust your configurations of privacy of social moms in case you have photos or videos or vade not professional. ATS software automatically excludes applications that include the skills the employer requires. University of Education University, Athens, GA Bachelor in Marketing Companies Administration, May 2021 | GPA: 3.6/4.0 | Honors: Cum Laude The relevant course led a market research project that researched 680 local consumers and used the information collected to launch marketing plans for local businesses - gaining a paid stagnation in the happy paws pet supplies started a Marketing Tips Blog as a project for a freshman marketing class, successfully increasing 450 subscribers by graduation through the work experience of promoting social Happy paws pet supplies. Athens, GA Marketing Intern, May Implementing a social motion marketing plan aimed at local consumers with paid campaigns, gifts and event promotions sent weekly bulletins by email, reaching a 24% opening rate and a click rate of 1.9 % introduced SMS/Email Cupom Cupom Resulting in a rescue rate of 2.4% to La Mode, Athens, GA WAITER, June 2018-Maio à € 20 2020 inclined drinks and special desserts for restaurant guests, leading to a successful rate 40% and gaining a high-performance Garão bã 'nuses in 19 months at work, started an Instagram paste for the restaurant, increasing the profile from 0 to 1,500 followers and resulting in a mother From 105 DM reserves by Mother recruited 10 new employees by interacting in local jobs with additional business skills experience on Facebook Suite, Hubspot CRM Microsoft Office Google Drive 2. Writing "Programs. Annual talents "is much less impressive than" performed for multidoers of over 2,000 students at annual talent shows. " You format your section of extracurricular activities in your curriculum, check out this example: Send your curriculum to potential employers the hard work of formatting, organizing and written from your graduation curriculum Still not. Your work experience section is also where you can list your stages or voluntary experience. To impress employers, you must call your attention to the achievements you have. Adding contact information may seem self-explanatory, but there are some tips to help you avoid common errors: your name should be legible at the top of the p. (Use a larger source). Here is an example of a curriculum objective for a graduation curriculum that would impress any hiring manager: 3. What more, 40% of the work forms Employed in positions that do not require a university diploma. Your education section includes the following information: the name of your school, your study, the date of graduation (or expected date for graduation o) Any honor that you have received your - But only if it is 3.5 or higher. If possible, use no different from demonstrating its value, as in the example below: 4. Here is an example of a strong work experience For a graduation: 5. Open with a convincing curriculum a currency goal is a brief introduction of 2 sentences that provides a general view of their most notable à € À € Qualification, skills and objectives. Many companies use application tracking systems (ATS) to review applications. If you can use different diffancy to quantify your extracurricular, faction. Contract managers read are quickly resumed, so it is important to communicate their qualifications concisely. Use a professional and email address. In addition, whether the poetry slam or the open microphones of eating are where their passions are, liste-as - art arts require creativity and talk about pill, skills that employers like to see in a curriculum. Participating in optional groups such as fraternities or brotherhoods, and participating in vain events indicates that you are motivated and works well with others. If you know or do not not, all this work has given you a valuable set of hard and social skills that employers want to see in their curriculum. If you still have one, make a new gmail with your first and surname, or initial, with mixed permodes or hops. And before turning your curriculum into a PDF and send it, remember to review. Add the relevant work experience you can have a list of jobs to put in your curriculum, but you probably worked in venue jobs or half-time shows when you were teaching mothers. List related extracurricular activities if your graduation curriculum has much blank space at the bottom, fill in with relevant extracurricular activities. Include work or field-related skills in the study sessions, presentation and group projects of your college days are about to pay. If you are a college freshman or a recent graduate, A prepared polished and professional curriculum offers an advantage over other students when you start running for stupids and jobs as a while. Here is all that you need to know about writing each section Its graduation curriculum: 1. 6. In December 2020, the unemployment rate for the appropriate ones was the highest in one. University of Dakota do Norte Education, Grand Forks, ND Bachelor of Fine Arts in Great Design | EXPECTED MAY 2022 GRADUATION DATE | GPA: 3.5/4.0 Relevant Curms Projected Bullets for the Accounting UND Club as part of a class project, helping to increase the club's association by 30% created high quality images and grnals for a blog Local Foods as a somestor project, increasing the organce organce Trifest via Google Image Search by 58%, which allowed the monetization of the University of Dakota do Norte University Blog Advertising Club Designer | Grand Forks, ND | May 2015 - Presenting hundreds of GRATHERS AND ORIGINAL IMAGES FOR CLUB, VIDE AND BANNERS/EVENT SIGNS HAVED IMAGES AND PERFORMED IN THE CLUB VICE WATE, GETTING 2 MILLS OF VIEWS IN 8 MONTHS, WITH IMAGES and images and work of Design by the club's advertising campaign discourse in the National Student Advertising Contest (NSAC), placing the third treasurer of the student government's association at the University of Dakota do Norte | Grand Forks, ND | Jun 2020-Jun 2021 allocated an orient of US \$ 500,000, funding voting concerts, competitions and activities to enrich life on campus to preside over the committee of the Anário, leading a volunteer team Student Rivers To Design and Distribute 13,500 Counties of the 2020-2021 UND Anário T-shirts designed to sell and raise funds to local charity, generating US \$ 20,000 in additional abilities proficient in Adobe Photoshop, Adobe Indesign, Microsoft Office Experience With AVID Pro Tools, Autodesk Maya, Blender, 4D Cinema Download These Grand Examples Also, Check out these other examples They apply to you: how to write a graduation curriculum being hired is not fancil for most people, and finding a good job is especially differing for the applied. You will find several As a student, be applying for a stupid, job, or attempts, to demand that you write a student curriculum. Follow these tips for writing a impeccable graduation curriculum and you start your career in a short time. Clearly indicate your contact information Put your name, and email, number of telephone, address and relevant profiles of social moments at your curriculum. Self-motivated and a rude apprentice, in love with working with all the social mothers' platforms and accompanying the last tendencies of the sector. Proven ability to communicate concepts visually, as shown by the results of related class projects and pro bono work. Write a detailed education section as a recent graduate, you probably have a long work historical to include in your curriculum. Here are some points to be remembered when you are writing a curriculum objective for your graduation curriculum: keep your goal short. Even if you have no work experience, you will still be able to create a graduation curriculum that helps you at least to disembark (and even better - to pay jobs). Sending a curriculum with an error of digit or spelling can mean the difference between being hired and rejected. For example, if you are signing up for a position of sales of no good, mention your seller's success rate when you were a GarãSom. Example of graduation curriculum (without experiment) grant design student with proficiency in the industry's standard design software and a firm understanding of the fundamental principles of design. Excited to apply design experience as a [title of position] to [company name]. Check out these two examples of graduation curriculum; Next, we will lead you to the process of how to write your own grant Students so that you are better prepared for professional success during (and then) from college. Put any jobs you have kept in the work experience of your curriculum, as long as they are relevant to your destination work. By A software engineering school leaves the school with skills all such as flowing in vain coding languages, while a grain design major would list Adobe Photoshop as a diffilious skill. Write (or at least adjust) your goal each time you send a curriculum. Attach your goal for the work for which you are requesting, referring to the work requirements that the hiring manager wrote in the dwarf of work. Your goal is an essential part of your graduation curriculum, because it allows you to explain why you are qualified, despite having a limited work experience. Some social skills you probably developed while you were in college and should add to your curriculum include the following: Faculty differing skills vary depending on your study area. In addition, use your education section to highlight any relevant courses that you have concluded that you show valuable or social skills. But even if you have received a bachelor's degree in general studies, it is probable that you have some of the following differing skills: In addition, including the skills mentioned in the description of work is fundamental to the success of your application. Check out these two samples of graduation curriculum - a professional with professional experience and one without - to have an ideas of what your curriculum should look like: 1. Enter review your curriculum, send it to one friend for a second opinion, and then review again before sending it. Example of graduates (with experience) recent graduate with a bachelor's degree in marketing companies, excited to start a career in brand management. You must change every curriculum you do with Word every time you apply to a new job, highlighting your education, professional and extracurricular experience to better meet the requirements of that work. To highlight your most important achievements, list your siege of curriculum education before your work experience (you will change the two sections in curriculales later in your career). career). career).

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